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| **DATE** | **DESCRIPTION OF**  **TASK/ LESSON** | **COMMENT** | **SUPERVISOR**  **COMMENT** | **PERFOMANCE SATISFACTION** |
| 28-07-25 | * Created github account * Created git repository * Learnt github commands like status, add, push, pull, clone , commit and advanced commands like merge, rebase, revert. | * Learnt about git and github as well as git repository. I managed to add file , push it as well as commit it to github. |  |  |
| 29-07-25 | * Learnt about cctv camera installation process: * Start by selecting the perfect place you would want to place your camera targeting important places that needs the security * Secondly, mark the camera holes at the selected place. * Then drill the perfect holes for the camera and then screw it on. * After mounting all the cameras on the wall, we ran cables which we connected from one camera to the other, we also used cable ties and cable clip to maintain order in lining the cables on the wall. * Then at the main room where all the cables coming from each camera, we connected new hard drive to the DVR, and then we also connected that DVR to the screen * After connecting, we started setting up the DVR (things like changing dates, etc). * We also formatted the new hard drive which we had connected. * After that we then connected all the Video Connectors from the cameras to our 16 Channel DVR. * Afterwards, we checked if all our cameras are working well, clearly showing as well as well positioned. * After that, we were taught on how to view previous record, how to select the dates you would want to view and so on. * We were also taught on how to monitor the cctv on our mobile devices through an application called DMSS. | * Learnt about the whole cctv camera installation process, I managed to understand some things but I ddnt managed to understand well the mobile device monitoring process, I still need more lessons on that. |  |  |
| 30-07-25 | * Went to do another cctv camera installation for another client. * Started by selecting the perfect to the cameras and mounted the camera to the wall * After that we ran data and network cables in the ceiling connecting to each camera and the other end was being connected to the power supply and and the DVR. * Learnt about cable color codes For Cameras:   **POWER**   * Blue & Brown:   Blue is Negative –  Brown is Positive +  **DATA**   * Orange & Green:   Orange is Positive +  Green is Negative -   * After that we then connected all the Video Connectors from the cameras to our DVR and   we checked if all our cameras are working well, clearly showing as well as well positioned. | Learnt about the cctv camera installation process, more of the same work I did yesterday. I managed to understand more especially on the cable connections, color codes an all. I still need more lessons on how to monitor the cctv through mobile device since our time didn’t allow us to learn all that. |  |  |
| 31- 07- 25 | * Spend the day at the office and learnt on IT Basic staff like printing, typing, binding, lamination, scanning, file transfer from phone to laptop via Bluetooth/ whatspp and flash drive as well. * Was taught also on customer service , how to greet and communicate with the client since we serving clietns. * Also learnt on how best to solve problem when you ran into any with clients * Learnt on the network troubleshooting and how to manage an IT shop on your own * Was also introduced to the NSSA Portal and taught on how to add clients, and how to do online submissions and payments. | * I learnt IT basic staff which I was easy to understand as well to tackle. * Learnt new things like accessing NSSA portals, how to add clients, how to do submissions etc |  |  |
| 01-08-25 | * Spend the day the office again and continued learning the basic IT staff as well as doing the practical of it. * Learnt of the cash sale and how to manage sales as well as stock levels * Was also taught graphic design skills with Ms Publisher to produce a serialized Receipt Book. * We learnt on how to number it, print, perforate and binding. | * It was a great experience, managed to design a receipt book from scratch and produced one, |  |  |
| 02/08/25  03/08/25 | WEEKEND | WEEKEND |  |  |
| 04/08/25 | * Learnt about html basics * Const firstname=”Nothando” // this is a string * Learnt that a string should always be in quotes that is “”, ‘’ or `` * Learnt that keywords to declare a variable are let, const and var * Also learnt about arrays, that they are for storing multiple values eg const Students=[‘Happiness’, ‘Thandoe’, ‘Prince’, ‘Mercy’]; * Learnt about objects that they are key value sets. | * Still facing challenges on mastering html basic but willing to learn more for better understanding and growth |  |  |
| 05/ 08/ 25 | * Went for starlink pole mounting * We get to the client`s place, chose a perfect place to mount our pole * Dag the hole about 4m deep and put our pole and the concreate * Left it to be strong before proceeding with the installation | * Learnt on how to mount starlink poles from scratch |  |  |
| 06/ 08/ 25 |  |  |  |  |